

Wisconsin Department of Safety and Professional Services

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS

INFORMATION FOR NEW CREDENTIAL HOLDERS

Enclosed is your credential issued by the Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors.

REGISTRATION SEALS - As a credential holder with this Board you are required to obtain a personal registration seal. The seal must comply with the specifications outlined in sec. A-E 2.02, Wis. Admin. Code. A rubber stamp or embossed seal is acceptable. Registration seals are available from most commercial printers. It is the responsibility of the credential holder to obtain a seal. The seal should only include the number before the dash, i.e., 30666-006, 8178-005.

The inner circle area of the seal must include the registrant's name, credential number and the city and state where the credential holder resides or is employed. This information serves as a basis for locating the credential holder and should be the same as the mailing address on file with the Board office (example: if licensee's address is Memphis TN, Memphis TN must be placed on inner circle).

Section A-E 2.02, Wis. Admin. Code also provides information regarding the use of the seal. Questions regarding use of the seal not covered in sec. A-E 2.02, Wis. Admin. Code should be referred to the Department, Safety and Buildings Division at (608) 266-3151.

SUBMISSION OF PLANS FOR STATE APPROVAL - Any questions regarding the submission of plans for state approval should be referred to the Department, Safety and Buildings Division at (608) 266-3151.

CHANGE OF ADDRESS - Section 440.11, Stats. requires that every registrant or permit holder notify the department in writing of a change of address within 30 days of the change. A penalty fee of \$50.00 for failure to notify the department may be imposed. The notice shall include the person's former and new addresses and each registrant or permit number held.

RULES OF PROFESSIONAL CONDUCT - See Ch. A-E 8, Wis. Admin. Code.

CORPORATE REGISTRATION - Section 443.08, Stats. requires corporations practicing architecture, professional engineering or design of engineering systems to obtain a certificate of authorization issued by the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors. Applications are available on the web at <http://drl.wi.gov/> click on "professions" and look for Form #476 or you may call (608) 266-2112 for information.

NEWSLETTERS - Credential holders will be notified of changes in the Wisconsin Statutes and Administrative Code relating to the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors through periodic publication of newsletters.

Wisconsin Statutes and Administrative Code - A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of architects, landscape architects, professional engineers, designers and Professional Land Surveyors is available on the web at <http://docs.legis.wisconsin.gov/> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found by emailing docsales@doa.state.wi.us or calling 800-362-7253..

RENEWAL OF LICENSE - All credentials expire in the even-numbered years. Professional Land Surveyor and designer credentials expire on January 31. Architect, Landscape Architects, and Professional Engineer credentials expire on July 31. Renewal notices are mailed approximately 30 days prior to the expiration date.

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CONTINUING EDUCATION – Licensees will be required to complete continuing education to renew the credential.

Architects

A licensee who was granted an initial license less than 12 months from the ending date of the biennium is not required to complete continuing education for this biennium.

A licensee who was granted an initial license and has held the license for at least 12 months but less than two years from the date of registration or since the date of the last renewal shall be required to complete 8 hours of continuing education for the first renewal.

All other licensees are required to complete 24 hours of continuing education for each biennium. Of the 24 hours, 16 hours must be in courses related to health, safety and welfare pertinent to the practice of architecture.

Landscape Architects

All licensees are required to complete 24 hours of continuing education for each biennium. Of the 24 hours, 16 hours must be in courses related to health, safety and welfare topics and a minimum of 2 hours must relate to professional conduct and ethics.

A new licensee shall not be required to comply with continuing education requirements for the first renewal.

Professional Land Surveyors

All licensees are required to complete 20 hours of continuing education for each biennium. The 20 hours must include a minimum of 2 hours in the area of Wisconsin Statutes and rules regulating professional Professional Land Surveyors and surveys, a minimum of 2 hours in the area of professional conduct and ethics, and a minimum of 2 hours in the area of land surveying or related sciences.

Professional Engineers

Continuing education will require licensees to complete 30 hours of continuing education for each biennium.

A new licensee shall not be required to comply with continuing education requirements for the first renewal.

Waiver of Continuing Education

A renewal licensee seeking renewal of registration without having fully complied with the continuing education requirements shall file a renewal application along with the required fee, and a statement setting forth the facts concerning non-compliance and requesting a waiver of the requirements. The request for waiver shall be made prior to the renewal date. Extreme hardship shall be determined on an individual basis by the Section.